

CONSTITUTION OF THE OHIO ACADEMY OF SCIENCE

(Revised April 27, 1973)

ARTICLE I—NAME

This organization shall be known as The Ohio Academy of Science.

ARTICLE II—OBJECTIVES

The objectives of this Academy shall be the stimulation of interest in the sciences, promotion of research, improvement of instruction in the sciences, the dissemination of scientific knowledge, and the recognition of high achievement in attaining these objectives.

ARTICLE III—MEMBERSHIP

1. *Classification*

A. *Members*

- (1) Members shall be persons interested in science.
- (2) The Executive Committee shall approve an appropriate "application for membership" form. This application and accompanying dues shall be transmitted to the Central Office of the Academy. Upon election to membership, the applicant shall be notified on an appropriate form approved by the Executive Committee.

B. *Corporation and Institution Members*

- (1) Corporation and Institution Members shall be corporations or institutions which are interested in science and in the support of the Academy. Each corporation or institution may designate one representative who shall have voting privileges in the Academy.
- (2) The Executive Committee shall approve an appropriate "application for membership" form.
- (3) This application and accompanying dues shall be transmitted to the Central office of the Academy. Upon election to membership, the applicant shall be notified on an appropriate form approved by the Executive Committee.

C. *Honorary Life Members*

- (1) Honorary Life Members shall be active Members of long standing who have rendered distinguished service to the Academy.
- (2) Nomination of Honorary Life Members shall be by the Executive Committee.
- (3) Council at its Annual Meetings shall vote upon the nominations. A three-fourths favorable vote of Members of Council shall be necessary for election.
- (4) Honorary Life Members shall be entitled to all rights and privileges of Members and shall be exempt from payment of dues.
- (5) The number of Honorary Life Members shall not exceed one per cent of the active membership.

D. *Fellows*

- (1) Fellows shall be Members who have been or are engaged in extensive productive scientific work or who have rendered some other special service to science.
- (2) The Fellowship Committee shall approve an appropriate "Nomination for Election to Fellowship" form.
- (3) Nomination of Fellows shall be made by two Fellows. Dues of Members nominated for Fellows must have been paid to date at least thirty days in advance of the Annual Meeting.
- (4) Forms for the nomination of Fellows shall be provided by the Secretary to Vice-Presidents and to Fellows requesting them. Properly completed forms shall be filed with the Fellowship Committee at least 30 days before the Annual Meeting of Council.
- (5) Election shall ordinarily be at the Annual Meeting of Council, by a three-fourths favorable vote of the Members who are Fellows present.

E. *Patrons*

- (1) Patrons shall be persons who have rendered unusually distinguished service to the Academy, or corporations or institutions that have bestowed important favors upon the Academy.
- (2) Nomination of Patrons shall be by the Executive Committee.
- (3) Council at its Annual Meeting shall vote upon the nomination. A three-fourths favorable vote of Members of Council present shall be necessary for election.
- (4) Patrons shall be entitled to all rights and privileges of Members and may at the discretion of the Executive Committee be exempt from payment of dues.

2. *Voters*

Voters shall be Members and representatives designated by Corporation and Institution Members. Each voter-elect shall indicate on his membership application the section in which he wishes to participate.

ARTICLE IV—OFFICERS

1. *President*

- A. *Qualifications:* The President shall be a resident of Ohio, a Member and Fellow of long standing, who has rendered signal service to the Academy.
- B. *Duties:* The President shall discharge the usual duties of a presiding officer at the Executive Committee Meetings, Council Meetings, and all General Sessions of the Academy. He shall keep himself constantly informed on the affairs of the Academy, its acts and acts of its officers. He is authorized to name representatives of the Academy. He shall cause the provisions of the Constitution and By-Laws to be faithfully executed. He shall give an address at the Annual Meeting of the Academy in the year for which he is elected.
- C. *Term of Office:* The President-elect shall succeed to the office of President at the adjournment of the next Annual Meeting after his election. He shall serve as President for a period of one year.
- D. *Absence:* The duties of the President, in event of his resignation, absence, disability, or death, shall be assumed for the remainder of the unexpired term by the President-elect. Should he be unavailable, the Executive Committee will appoint a Fellow, properly qualified, to serve for the remainder of the term.

2. *President-elect*

- A. *Qualifications:* The President-elect shall be a resident of Ohio, a Member and Fellow of long standing, who has rendered signal service to the Academy.
- B. *Duties:* The President-elect will be a member of Council and of the Executive Committee. He may also serve ex-officio on any regular committee of the Academy. He shall attend meetings of the Executive Committee and have full voting privileges.
- C. *Term of Office:* A President-elect shall be elected at each Annual Meeting; his term of office as President-elect shall commence at the adjournment of the Annual Meeting. The President-elect shall become President at the adjournment of the next Annual Meeting.
- D. *Absence:* The duties of the President-elect, in event of his resignation, absence, disability, or death, shall be assumed for the remainder of the unexpired term by a Fellow, properly qualified, appointed by the Executive Committee.

3. *Vice-Presidents*

- A. *Qualifications:* The Vice-Presidents shall be residents of Ohio and Members who have attained a degree of excellence in teaching or research in their fields of specialization. They shall have served one term as Membership Chairmen.
- B. *Duties:* The Vice-Presidents shall be Members of Council, chairmen of their respective sections, and shall serve on the Program Committee. Each retiring Vice-President shall transmit to the Secretary the names of the incoming Vice-President and Membership Chairman of his section and nominees for all Academy offices to be filled in the coming year (See Article VII, 2.C.).
- C. *Term of Office:* The Vice-Presidents shall be those persons who have just completed their terms of office as Membership Chairmen. The Vice-Presidents' terms of office shall commence at the adjournment of the Annual Meeting and continue until the adjournment of the next Annual Meeting.
- D. *Absence:* The duties of the Vice-President, in event of his resignation, absence, disability, or death, shall be assumed for the remainder of the unexpired term by the Membership Chairman of his section. In case neither is available, the Executive Committee will make appropriate appointments.

4. *Membership Chairmen*

- A. *Qualifications:* The Membership Chairmen shall be residents of Ohio and Members who have attained a degree of excellence in teaching or research in their fields of specialization.
- B. *Duties:* The Membership Chairmen shall be Members of Council. They shall aggressively recruit new Members for their respective sections and the Academy and shall provide all possible assistance, as requested, to the Vice-Presidents. Instructions relative to the annual membership drive will be furnished by the Secretary at the Interim Meeting of Council.
- C. *Term of Office:* The Membership Chairmen shall be elected by their respective sections at each Annual Meeting; their terms of office shall commence at the adjournment of the Annual Meeting and continue until the adjournment of the next Annual Meeting.
- D. *Absence:* The duties of a Membership Chairman, in event of his resignation, absence, disability, or death, shall be assumed for the remainder of the unexpired term by a Fellow designated by the Executive Committee upon recommendation of the Vice-President of his section.

5. *Secretary*

A. *Qualifications:* The Secretary shall be a resident of Ohio, a Member and Fellow of long standing, who is familiar with the organization and activities of the Academy. He shall be a methodical and punctual administrator, possessing a high degree of initiative and perseverance. He shall be a person known for the conscientious and faithful discharge of his duties.

B. *Duties:*

- (1) The Secretary shall maintain a complete list of the Members of the Academy, with dates of their election to the different classes of membership, their sectional affiliations, and the date of their separation from the Academy.
- (2) The Secretary shall prepare and send to each Vice-President and Membership Chairman a list of the voting Members of their section, giving the latest address of each and indicating which of these Members are Fellows. He shall send to each Vice-President a list of offices for which nominations are to be made at the time of the Annual Meeting.
- (3) He shall be a member of, prepare the agenda of, and keep the records of the proceedings of the Executive Committee, Council, and the Academy. He shall promptly prepare and forward minutes of the Executive Committee and Council to members of the Executive Committee.
- (4) He shall coordinate the activities of the various officers and committee chairmen. In so doing, he shall remind them of their specific duties sufficiently in advance to permit expedient execution.
- (5) He shall have charge of the preparation, printing, and mailing of circulars, blanks, notifications of election, announcements and programs of meetings, etc.
- (6) He shall prepare the Annual Report for publication in the July issue of *The Ohio Journal of Science*.
- (7) After each Annual Meeting, he shall prepare copies of the Constitution, including all amendments, and send one copy to each member of Council and to any Members who make such requests.
- (8) He shall be a member *ex-officio* and chairman of the Program Committee.
- (9) He shall be a member *ex-officio* and chairman of the Publications Committee.
- (10) He shall be Keeper of the Academy *official seal* and *letters of incorporation*.

C. *Term of Office:* The Secretary shall be elected at each Annual Meeting; his term of office shall commence on the following July 1, immediately after the completion, by the retiring Secretary, of all business pertaining to the Annual Meetings. In order to provide continuity in the affairs of the Academy, the Secretary should succeed himself in office for a minimum of three terms. Upon retirement he shall automatically continue to serve as a member of the Executive Committee and Council for a term of one year.

D. *Absence:* The duties of the Secretary, in event of his resignation, absence, disability, or death, shall be assumed for the remainder of the unexpired term by a Fellow designated by the Executive Committee.

6. *Treasurer*

A. *Qualifications:* The Treasurer shall be a resident of Ohio, a Member and Fellow. He shall be methodical, punctual, and a person of integrity.

B. *Duties:*

- (1) The Treasurer shall collect all monies due the Academy.
- (2) He shall be custodian of all Academy monies and securities.
- (3) No debt shall be incurred on behalf of the Academy or its officers, unless provision has been made for the expenditure either in the budget or by special action of the Executive Committee. Furthermore, any officer or Member shall obtain written authorization from the Treasurer before contracting an obligation for the Academy. The Treasurer shall not authorize any expenditure unless, in his opinion, sufficient funds are or will be available for payment.
- (4) He shall keep an account of receipts and disbursements in detail, and shall balance these accounts as of the first of January of each year. His accounts shall be audited as of the first of January of each year by an accountant appointed by the Executive Committee.
- (5) He may, at his discretion, deposit monies in a National Bank in the name of "The Ohio Academy of Science, (Incorporated in the State of Ohio)."
- (6) He shall be a member of the Executive Committee and Council.
- (7) He shall read a report at the Annual Meeting of Council outlining the progress, problems and recommendations of his office, and thereupon shall deposit two copies of it with the Secretary.

C. *Term of Office:* The Treasurer shall be elected at each Annual Meeting; his term of office shall commence on the first of July next following the date of his election. In order to provide continuity in the financial affairs of the Academy, the Treasurer should succeed himself in office for a minimum of three terms. The terms of the Treasurer and the Secretary should not terminate in the same calendar year.

- D. *Absence:* The duties of the Treasurer, in event of his resignation, absence, disability, or death, shall be assumed for the remainder of the unexpired term by a Fellow designated by the Executive Committee.
- 7. *Librarian*
 - A. *Qualifications:* The Librarian shall be a resident of Ohio.
 - B. *Duties:* The Librarian shall have charge of the acquisition, cataloging, storage, and circulation of Academy books, pamphlets, and periodicals. He shall read a report at the Annual Meeting of Council outlining the progress, problems, and recommendations of his office, and thereupon shall deposit two copies of it with the Secretary.
 - C. *Term of Office:* The Librarian shall be elected at each Annual Meeting. His term of office shall commence at the adjournment of the Annual Meeting.
 - D. *Absence:* The duties of the Librarian, in event of his resignation, absence, disability, or death, shall be assumed for the remainder of the unexpired term by a person designated by the Executive Committee.
- 8. *Historian-Archivist*
 - A. *Qualifications:* The Historian-Archivist shall be a resident of Ohio, a Member and Fellow of the Academy who has demonstrated interest in the history of science and the history of the Academy.
 - B. *Duties:* The Historian-Archivist shall be responsible for the collection, preservation, and maintenance of historical records of the Academy. Periodically he shall summarize statistical data in reference to Academy history and report these at the Annual Meeting and publish his report in the Annual Report of the Academy. On occasion, the Historian-Archivist shall publish studies bearing upon the development and accomplishments of the Academy.
 - C. *Term of Office:* The Historian-Archivist shall be elected at each Annual Meeting.
 - D. *Absence:* The duties of the Historian-Archivist in the event of his resignation, absence, disability, or death shall be assumed for the remainder of the unexpired term by a person designated by the Executive Committee.

ARTICLE V—COUNCIL

1. *Membership*

The Council shall be composed of the President, President-elect, the most recent Past-President, Vice-Presidents, Membership Chairmen, Secretary, Treasurer, Treasurer-elect, the most recently retired Secretary for a term of one year, the editor and the business manager of *The Ohio Journal of Science*, Academy Representatives on the Joint Administrative Board, Academy Representatives to the American Association for the Advancement of Science, Representative on the Executive Committee of the Ohio Biological Survey, Historian-Archivist, Director of the Junior Academy, Assistant Director of the Junior Academy, Chairman of the Committee on Research Grants, Chairman of the Necrology Committee, Chairman of the Resolutions Committee, and chairmen of all temporary and permanent committees.

2. *Meetings*

- A. Council shall meet at least twice each year, once on the opening day of the Annual Meeting of the Academy, which shall be known as the Annual Meeting of Council, and once on a date, set by the Executive Committee, at least ninety days prior to this Annual Meeting, which shall be known as the Interim Meeting.
- B. Special meetings of Council may be called by the President upon petition of at least three-fourths of the membership of the Executive Committee. If ten members of Council petition for a special meeting of Council, the President shall call such a meeting within thirty days following his receipt of the petition by registered mail.

3. *Quorum*

A majority of members of Council shall constitute a quorum.

4. *Duties*

Council shall be the responsible legislative body of the Academy.

5. *Agenda*

- A. Council Meetings shall be conducted in accordance with "Robert's Rules of Order".
- B. The Secretary in conference with the President shall prepare the agenda. The agenda shall include reading of minutes of the last meeting and a call for reports and recommendations by officers, committee chairmen, the editor and the business manager of *The Ohio Journal of Science* and the Director of the Junior Academy. The agenda shall include a call for unfinished and new business.

6. *Voting*

All members of Council shall have voting privileges. A motion shall be "passed" if a majority of those present vote favorably.

ARTICLE VI—COMMITTEES

1. *Executive Committee*

- A. *Membership:* The membership of the Executive Committee shall consist of the President, President-elect, immediate Past President, Secretary, Treasurer, on occasion the retiring Secretary for one year, Director of the Junior Academy, business manager of *The Ohio Journal of Science*, and four Council members elected by the Council for two years.

- B. *Representation on the Executive Committee.* Two representatives shall be elected from the Council each year at the Annual Meeting of Council to serve on the Executive Committee for two ensuing years. Two nominees will be presented to the Council by a Nominating Committee of two from the Council: one from among the Vice-Presidents and the second from the other members of Council who are not presently members of the Executive Committee by virtue of office.
 - C. *Chairman:* The President shall be chairman of the Executive Committee. In his absence, the Executive Committee shall elect a temporary chairman.
 - D. *Duties:*
 - (1) In order to expedite the work of Council, all new business should be brought to the attention of the Executive Committee before being presented to Council. The Executive Committee shall report all such items to Council with recommendations for action.
 - (2) The Executive Committee shall be the legislative body of the Academy in intervals between meetings of Council. No act of the Committee shall remain in force beyond the next meeting of Council unless ratified by Council.
 - (3) The Executive Committee shall have power to fill any vacancies, excepting Vice-Presidents (See Article IV, 3.D.), between Annual Meetings of Council.
 - (4) The Executive Committee shall nominate a candidate for each office to be filled; viz., President-elect, Secretary, Treasurer, Librarian, Historian-Archivist, replacements to fill vacated offices, one member, Committee on Research Grants, one member each of the Committees on Necrology, Fellowship, and Resolutions, and biennially, in odd years, one member of the Joint Administrative Board of *The Ohio Journal of Science*, who shall not be an Ohio State University faculty member. The President shall submit nominations to the Academy at the regular business session of the Annual Meeting.
 - E. *Procedures:*
 - (1) A quorum shall consist of the President, Secretary and Treasurer, or any two of them, and in addition any other three members.
 - (2) A motion shall be "passed" if five members vote favorably.
 - (3) The Executive Committee shall meet at least twice a year, preceding each Council Meeting. The President may call a special meeting by notifying all members of the Committee at least ten days in advance of the scheduled meeting. Upon petition of at least three members, the Executive Committee must be convened.
2. *Program Committee*
- A. *Membership:* The Program Committee shall consist of the Secretary and the Vice-Presidents of the various sections.
 - B. *Chairman:* The Secretary shall act as chairman.
 - C. *Duties:*
 - (1) The Program Committee shall prepare the program of Sectional and General sessions for Annual and Special Meetings of the Academy.
 - (2) Each Vice-President shall issue a call for papers to the Members of his section within 15 days following mailing of the Preliminary Announcement. The chairman shall set and inform the Vice-Presidents of the deadline date for the acceptance of titles and abstracts of papers to be read at Sectional Meetings. Immediately following the deadline date, the Vice-Presidents shall organize the titles of papers received, in a suitable order, and transmit the sectional programs to the Chairman of the Program Committee in completed form ready for the press. The Vice-Presidents may arrange for field trips, intersectional programs, or symposia.
 - (3) The chairman shall have responsibility of organizing all plenary or general sessions of the Academy.
 - (4) The Committee Chairman shall file with the Secretary, at the Annual Council Meeting, two copies of his report.
3. *Publications Committee*
- A. *Membership:* The Publications Committee shall consist of the Secretary and the two Academy Representatives of the Joint Administrative Board of *The Ohio Journal of Science*.
 - B. *Chairman:* The Secretary shall act as chairman.
 - C. *Duties:* Matters relating to Academy Publications, excepting programs, shall be referred to the Publications Committee by Council. It shall report recommendations for action to the Executive Committee.
4. *Library Committee*
- A. *Membership:* The Library Committee shall consist of the Librarian and the two Academy Representatives of the Joint Administrative Board of *The Ohio Journal of Science*.
 - B. *Chairman:* The chairman shall be designated by the President.

- C. *Duties:*
 - (1) The Library Committee shall advise with the librarian of The Ohio State University on questions of management regarding the Academy's Library deposited with The Ohio State University Library.
 - (2) It shall determine policy regarding price, distribution, sale, and storage of special papers, Annual Reports and Proceedings of the Academy.
 - (3) The chairman shall make a report to the Annual Meeting of Council of business transacted. It shall be published as a part of the Annual Report.
 - (4) The Committee Chairman shall file with the Secretary, at the Annual Council Meeting, two copies of his report.
- 5. *Committee on Research Grants*
 - A. *Membership:* The committee on Research Grants shall consist of three elected Members each serving for a term of three years.
 - B. *Chairman:* The President shall designate the chairman of the Committee on Research Grants. The chairman will ordinarily be the ranking member in terms of service on the Committee.
 - C. *Duties:* The Committee on Research Grants shall make awards to Members applying for grants-in-aid for research projects worthy of Academy support. The chairman of the Committee on Research Grants shall certify, in a letter to the Treasurer, the name of the recipient, title of the research project, the amount of the grant, and the date of payment. The grants shall be from monies appropriated annually for this purpose. The chairman of the Committee on Research Grants shall make a report to the Annual Meeting of Council. It shall be published as part of the Annual Report. The committee Chairman shall file with the Secretary, at the Annual Council Meeting, two copies of his report.
- 6. *Necrology Committee*
 - A. *Membership:* The Necrology Committee shall consist of three elected members, each serving for a term of three years.
 - B. *Chairman:* The President shall designate the chairman of the Necrology Committee. The chairman will ordinarily be the ranking member in terms of service on the Committee.
 - C. *Duties:* The Committee on Necrology shall inform itself of deaths among Members of the Academy. It shall annually prepare obituaries of such Members. The obituaries shall be included as a part of the published Annual Report. The Committee Chairman shall file with the Secretary, at the Annual Council Meeting, two copies of his report. The Necrology Committee shall send (from the Journal) a copy of the deceased member's obituary to the next of kin.
- 7. *Committee on Resolutions*
 - A. *Membership:* The Committee on Resolutions shall consist of three elected Members, each serving for a term of three years.
 - B. *Chairman:* The President shall designate the chairman of the Committee on Resolutions. The chairman will ordinarily be the ranking member in terms of service on the Committee.
 - C. *Duties:* All matters relating to resolutions shall be referred to the Resolutions Committee by Council. The Chairman shall present his report at the Annual Business Meeting. The Committee Chairman shall file with the Secretary, at the Annual Council Meeting, two copies of his report.
- 8. *Committee on Nominations*

The Committee on Nominations shall consist of the Members of the Executive Committee (See Article VI, 1.C.(4)).
- 9. *Fellowship Committee*
 - A. *Membership:* The Fellowship Committee shall consist of the President, the most recent Past-President, the President-Elect, and three elected Fellows each serving for a term of three years.
 - B. *Chairman:* The President shall serve as chairman.
 - C. *Duties:* The Fellowship Committee shall establish procedures for the nomination of Fellows and review those nominations submitted to it. From these nominations, the Committee shall submit a list of those to be considered by the Fellows on the Council.
- 10. *Temporary Committees*
 - A. *Membership:* The President may appoint Temporary Committees, of suitable size, at intervals as needs arise. The Committees shall serve one year. Committees may be reappointed annually.
 - B. *Chairman:* The President shall designate the chairman of each Committee.
 - C. *Duties:* The President shall specify duties for each Committee, in writing, to the chairman.

ARTICLE VII—SECTIONS

1. *Formation of Sections*

Fifty or more persons may petition the Executive Committee for the establishment of a new section. At the time of petitioning they shall suggest an appropriate name for the section. If the petition is favorably voted on by Council, temporary sectional officers shall be designated by the President.

2. *Privileges*

- A. Each section shall elect a Membership Chairman. He shall become chairman of his section and a Vice-President of the Academy in the following year.
- B. Each section is empowered to perfect its own organization as limited by the Constitution and By-Laws of the Academy. The Vice-President shall report its organization and names of newly elected officers to the Secretary, immediately following their election.
- C. Each section may propose any Academy Member for each office of the Academy to be filled in the next annual election. The Vice-President of each section shall immediately transmit these proposals to the Secretary.
- D. Each section shall be represented on Council by its Vice-President and Membership Chairman.

3. *Voting Privileges*

Each member of a section shall have voting privileges in that section and in business sessions of the Academy.

4. *Dissolution of Sections*

When a section becomes inactive, it may be dissolved by Council at any time; or three-quarters of the membership of a section may petition the Executive Committee, at any time, for the dissolution of the section.

ARTICLE VIII—PUBLICATIONS

1. *Official Organ*

The official organ of the Academy shall be *The Ohio Journal of Science*.

2. *Special Publications*

Special papers and proceedings of the Ohio Academy of Science shall be published from time to time as needs arise.

ARTICLE IX—JUNIOR ACADEMY

1. *Name and Purpose*

The Academy shall maintain a Junior Academy as a means of discovering and fostering ability and interest in science among high school students.

2. *Organization*

- A. *Director:* The Director shall be an Academy Member and Fellow, appointed by the Executive Committee of the Academy for a term of one year. In order to provide continuity in the affairs of the Junior Academy, the Director should succeed himself in office for a minimum of four years.
- B. *Assistant Director:* The Assistant Director shall be an Academy Member and Fellow, appointed by the Executive Committee of the Academy for a term of one year. In order to provide continuity in the affairs of the Junior Academy, the Assistant Director should succeed himself in office for a minimum of four terms.
- C. *Junior Academy Council:*
 - (1) *Membership:* The Junior Academy Council shall consist of the following Academy Members: One college or university representative, selected by the Executive Committee of the Academy from the science instructional staff of the college or university, one high school science teacher from each Junior Academy Science Day District, elected by his District Science Day Committee (see Junior Academy Administrative Regulations), the Vice-President and Membership Chairman of Section H, the Editor of the *Ohio Academy of Science News*, and the Director and Assistant Director of the Junior Academy.
 - (2) *Chairman:* The Director shall be chairman of the Junior Academy Council. In his absence, the Assistant Director shall act as chairman.
 - (3) *Duties:*
 - a. The Junior Academy Council shall be the responsible legislative body of the Junior Academy.
 - b. The Junior Academy Council shall prepare a Constitution and otherwise perfect the organization of the Junior Academy.
 - c. The Constitution and By-Laws of the Junior Academy and Amendments to them shall be approved by the Executive Committee and Council of The Ohio Academy of Science.
 - d. The approved form of the Constitution and By-Laws shall be the official instrument outlining the government of the Junior Academy.

ARTICLE X—ANNUAL MEETING

1. *Time and Place*

A meeting of the Academy shall be held each year, which shall be known as the Annual Meeting. The specific time and place shall be fixed by the Executive Committee.

2. *Preliminary Announcement*

A Preliminary Announcement of the Annual Meeting shall be mailed to all Members at least ninety days before the Annual Meeting, but not later than January 15th.

3. *Local Chairman*

A. *Appointment:* The local chairman shall be appointed by the Executive Committee, acting upon suggestions from local Members and the Administration of the host institution.

B. *Duties:* He shall coordinate local preparations for the Academy Meetings, and shall appoint necessary assistants and committees to arrange for details such as directional and informational signs, parking, housing, meals, banquet, toastmaster at the banquet, registration, sale of banquet tickets, meeting rooms, visual aids equipment, publicity, space and facilities for exhibits by institution and corporation members.

4. *Program*

Details of general and sectional sessions shall be arranged by the Program Committee. An Official Program shall be distributed to each Member approximately three weeks preceding the Annual Meeting.

5. *Banquet and Business Session*

There shall be a Banquet and Business Session. The business session shall be conducted in accordance with "Robert's Rules of Order". The order of procedure shall be as follows:

A. Banquet.

B. A call to order by the toastmaster.

C. Welcome from the host institution.

D. Response for the Academy.

E. President's address.

F. Presentation of nominations by the President, call for nominations from the floor, and annual election. A majority vote of those Members voting shall be necessary for election.

G. Voting on proposed amendments.

H. Business from the floor.

I. Adjournment.

6. *Quorum*

Fifty Members shall constitute a quorum for the transaction of business.

ARTICLE XI—AMENDMENTS

Amendments to the Constitution may be made as follows:

A. A proposal initiated by the Executive Committee or a petition signed by ten or more Members, stating specifically a proposed amendment, shall be filed with the Secretary not less than sixty days before the Annual Meeting of the Academy.

B. The Secretary shall send a copy of the proposed amendment to each member of Council preceding a Council Meeting. He shall also distribute copies of the proposed amendment to the membership at least 30 days prior to the Annual Meeting.

C. Members of Council shall vote on the proposed amendments at their next meeting.

D. The action of Council shall be presented to the Academy for its approval at its next Business Session. A majority vote of those Members voting shall constitute approval.

BY—LAWS

CHAPTER I—FINANCE

1. *Fiscal Year*

The fiscal year of the Academy and its agencies shall be from January 1 through December 31.

2. *Budget*

A. The Treasurer, in consultation with Academy Officers and agency heads concerned, shall prepare an annual asking-budget of income and expenditures for the new fiscal year.

B. He shall present the asking-budget to the interim meeting of the Executive Committee.

C. The Executive Committee may amend and shall approve an asking-budget for adoption by Council.

D. The Treasurer is authorized to make only those expenditures provided for in the approved annual budget.

E. Emergency-deficiency appropriations shall be authorized by the approval of a majority of the members of the Executive Committee present. All such appropriations shall be reported to Council at its next meeting.

F. If no annual budget for the succeeding fiscal year has been approved by December 31st, the Executive Committee shall have authority to make temporary appropriations until an annual budget is approved. All such appropriations shall be reported to Council at its next meeting.

3. *Dues*

- A. Annual dues shall be as approved by the Executive Committee and Council.
- B. *Commutation and Exemption from Payment of Dues:* Honorary Members, Secretary, Treasurer, the editor and business manager of *The Ohio Journal of Science*, Patrons, and Librarian, at the discretion of the Executive Committee, may be exempt from payment of dues. Members who have retired, and who have been members of the Academy for at least fifteen years, may, upon request, be designated Members Emeritus. Such Members Emeritus shall be relieved from the payment of dues and will not receive *The Ohio Journal of Science*.
- C. *Non-Payment of Dues:* Non-payment of dues by January 1st shall constitute a request for withdrawal from the Academy.

4. *Investments*

- A. *Authorization:* The Treasurer shall invest, dispose of investments, and reinvest monies only when specifically directed to do so by the Executive Committee in session or by letter to the Treasurer, signed by all members of the Executive Committee.
- B. *Review:* All investments shall be reviewed regularly by the Executive Committee.

5. *Special Funds*

- A. Endowment Fund: is a permanently accumulating fund from various private and Academy sources. Only the income will be used for Academy operation.
- B. Research Fund: shall consist of monies appropriated annually for research.

6. *Bills and Vouchers*

- A. Every creditor of the Academy must present to the Treasurer an itemized bill.
- B. The Treasurer shall obtain certification by the person receiving the goods or services.
- C. He shall satisfy himself that funds from which payment may be made have been budgeted, or authorized by special action of the Executive Committee.
- D. All bills shall be paid by check.
- E. Date of payment and the check number shall be entered on each bill paid.
- F. Each bill paid shall be retained as a voucher for use by the auditor.

7. *The Ohio Journal of Science*

- A. The Academy shall contribute annually to *The Ohio Journal of Science* an amount stipulated in the budget as approved by the Executive Committee and Council.
- B. *The Ohio Journal of Science* shall publish, without cost, announcements of meetings, lists of publications for sale, and other Academy announcements. Such matter, however, may be restricted to one half page of advertising space in any one issue.
- C. The President's address shall be published without cost in *The Ohio Journal of Science* as soon as possible after the Annual Meeting, and shall not be published in another scientific publication until it has appeared in the *Journal*. This address shall be submitted and edited as any other manuscript.
- D. The Academy shall pay *The Ohio Journal of Science* the amount of the bill submitted annually for printing of the Annual Report.

8. *Junior Academy of Science*

The Director of the Junior Academy shall prepare a request for funds, which shall be included in the Treasurer's asking-budget.

9. *Bond of Treasurer*

The Treasurer's surety bond shall be fixed and approved by the Executive Committee. The bond shall be sufficient to cover the maximum amount of monies and negotiable securities in his custody.

10. *Salaried Employees*

- A. The Executive Committee shall, as it deems necessary, employ persons to work for the Academy and its agencies.
- B. Conditions of tenure, salary, employment, duties, leaves of absence, vacation and other matters pertaining to the employment and termination of employment of Academy-paid personnel shall be established and revised by the Executive Committee in the absence of specific instructions by Council.

CHAPTER II—AMENDMENTS

These By-Laws may be amended by either one of two methods:

- A. By the same procedure as that stipulated for the amendment of the Constitution.
- B. By approval of amendments by the Executive Committee and Council; such amendments become effective immediately.